



## Illinois Department of Corrections

### Administrative Directive

Number:

**01.07.808**

Title:

**Standards for Offender Photographs**

Effective:

**4/1/2021**

**Authorized by:**

*[Original Authorized Copy on File]*

**Rob Jeffreys**  
Acting Director

**Supersedes:**

01.07.808 effective 6/1/2020

**Authority:**

730 ILCS 5/3-2-2

**Related ACA Standards:**

5-ACI-5A-01

**Referenced Policies:**

01.07.805

**Referenced Forms:**

#### **I. POLICY**

Photographs shall be taken of each offender upon admission for identification purposes and shall be reviewed periodically. Whenever the offender's physical appearance significantly changes, the photograph shall be updated.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to establish a written procedure governing the standards for taking photographs of offenders.

##### **B. Applicability**

This directive is applicable to all correctional facilities within the Department.

##### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

##### **D. Requirements**

1. All photographs of offenders shall be taken in the following manner:

a. A photograph shall be taken of the frontal (face) position and a photograph shall be taken of the profile position with the right side of the face turned to the left. The photograph shall be produced on the top half of an eight and one-half inch by eleven inch page. The photograph shall be dated and stored electronically until archived. Photos may be printed in color or in black and white.

(1) The offender shall not wear any articles, such as a hat, sunglasses, etc., which may conceal his or her identity.

(2) The offender profile shall be photographed with shoulders perpendicular to the light blue backdrop. Height charts shall not be used. Lighting and exposure for all photographs shall be such that the offender's physical features are clearly distinguishable.

(3) The facility shall not be identified in the photograph.

b. Identifying information shall appear on the bottom portion of the page. Identifying information shall include:

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- (1) Offender name and identification number, as well as Federal Bureau of Investigation (FBI) number; Individual Record (IR) number; and Illinois Bureau of Investigation (IBI) number, when available;
    - (2) Personal data including: alias; height; weight; hair color; eye color; race; place of birth (POB); date of birth (DOB); gender (SEX); and social security number (SSN), when available; and
    - (3) Arrest data including: current admit date; committing county; sentence for felons; scars, marks and tattoos (SMT); projected mandatory supervised release date (PROJ MSR DATE); projected discharge date (PROJ DISC DATE); and crime and county to which the offender is to be released.
  2. Photographs are to be reviewed on an annual basis. New photographs shall be taken if the offender's appearance has changed significantly and are to be distributed in accordance with Administrative Directive 01.07.805.
  3. Photographs are to be taken of each offender released or discharged.
  4. Each time a new photograph is taken, the offender's physical description shall be compared to the Offender 360 (O360) physical profile. Any significant changes, such as weight, scars, tattoos, etc., shall be entered in O360.
  5. Existing negatives of all photographs are to be filed numerically in a file which shall be permanently maintained in the facility Bureau of Identification office. All photo images produced by the Automated Identification System shall be stored and retrieved electronically.
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